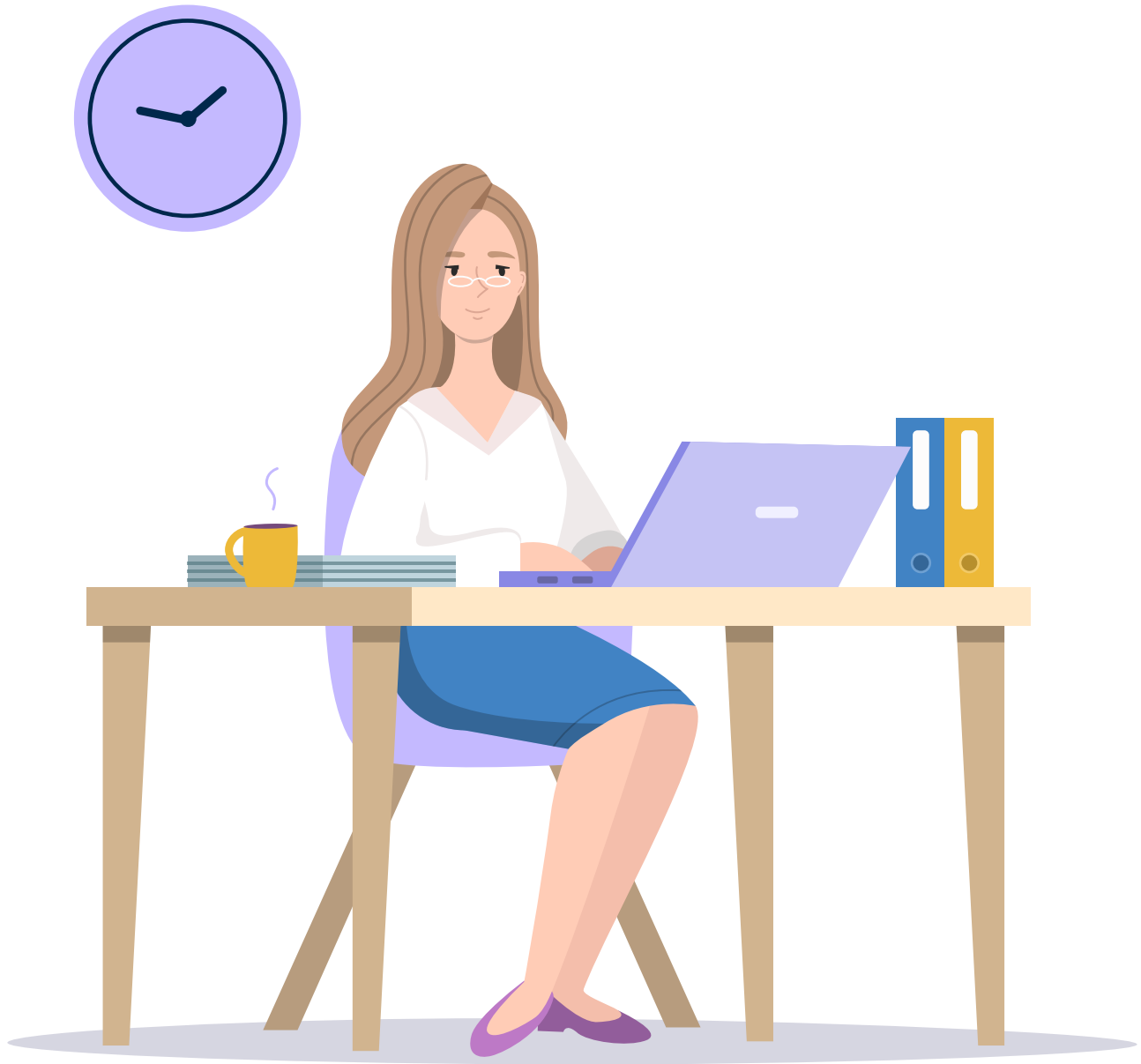


Checklists for: Period and Year End Task



CONSENSUS | **SAP**® Business One



consensusintl.com
info@consensusintl.com

Period End Task, 6 steps checklist



1. Ensure that all period-end transactions were posted properly



2. Post all open Journal Vouchers



3. Internally reconcile Expense Clearing Accounts



4. Print:

- Trial Balance (a balance of each account and a current status).
- Vendor Liabilities Aging and Customer Receivables Aging reports to reconcile receivable accounts with the G/L.
- Inventory Audit report to reconcile inventory with the G/L.
- And all Financial Statements.



5. Review the open items list and close documents when possible.



6. Lastly, make a backup of your database and put in an off-site storage location.



**After backup is taken of
Production database,
Continue with
Period End Closing Process**



Year End Task, 7 steps checklist



1. Post any Doubtful Debts that you feel may not be recoverable.



2. Post exchange rate differences.



3. Post final transactions for the period in all modules.



4. Close the last period of the fiscal year.



5. Print any report such as a final detailed Trial Balance and Financial Statements.



6. Set up a new fiscal year. (go to step to step guide)



7. Backup to save the status of the previous fiscal year.



**After backup is taken of
Production database,
Continue with
Year End Closing Process**



Consensus customers: contact us if you need help with this procedure or other Year-End processes like Fixed Assets, 1099 or How to create new Posting periods in SAP Business One.

Our consultants will be happy to schedule a session to walk you through them!

info@consensusintl.com - 786 206 0034

